



# COLLIN COUNTY

Engineering Department  
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September 1, 2015

**To:** Commissioners' Court

**From:** Clarence Daugherty, P.E., Director of Engineering

**Subject:** RFQ for Professional Services, Engineering, General Civil Engineering Consulting, 2015-266

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The Engineering Department is in need of additional resources that would be helpful in the development of projects and in support of the Public Works Department to analyze bridge, culvert and road deficiencies that occur from time to time. We have no CAD (drafting) capabilities, nor do we have a data base to access for development of cost estimates. It would be helpful to engage a local engineering firm (office located in Collin County) with these capabilities on an "as-needed" basis.

The firm that is selected, and with whom we contract, would be assigned a "task" only when a need arises. The firm would charge the County only when a task is assigned and completed. It is envisioned that the tasks would be very small, perhaps in the order of \$5,000 or less. The funding source (bonds, Engineering Department budget, etc.) would be determined at the time that a task was identified, and the Court would approve the assignment of the task as well as the funding source.

The Engineering Department requests Commissioners Court's authorization to request qualifications from engineering firms interested in providing General Civil Engineering Consulting Services including, but not limited to:

- Preparation of conceptual plans, exhibits and diagrams.
- Assessments of roadway and drainage issues and make recommendations for repairs on an as-needed basis.
- Prepare planning level project cost estimates.

It is recommended that the Commissioners Court approve the attached Request for Qualifications to be distributed to solicit qualifications from engineering firms with offices in Collin County.